

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



**AIR FORCE INSTRUCTION 10-248
AIR EDUCATION AND TRAINING COMMAND
Supplement 1
14 OCTOBER 2004**

**Operations
FITNESS PROGRAM**

"HOLDOVER"

"The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected."

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 10-248, 1 January 2004, is supplemented as follows:

It outlines the AETC Fitness Program and applies to all military members, active duty, individual mobilization augmentee (IMA), and participating individual ready reserve (PIRR) members assigned or administratively attached to AETC. AFRC Supplement 1 to AFI 10-248 provides fitness program guidance for Reservists to include IMA and PIRR members. This publication does not apply to ANG units, which are governed under ANGI 10-248. In general, cadet, student, and trainee fitness programs and testing procedures are also governed separately, under applicable AETC, 2 AF, 19 AF, and AFOATS instructions. However, several paragraphs pertaining to student populations are included in this supplement until applicable AETC instructions are formally revised. Units may further supplement this instruction as required. If supplemented, submit a copy to HQ AETC/SGOZ, 63 Main Circle Suite 3, Randolph AFB TX 78150-4549.

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1.9.2. May authorize units to fund training (at unit expense) of physical training leaders (PTL) as group exercise instructors (for example, aerobics, spinning, kickboxing, boot camp, yoga, Pilates, etc.). All such PTL courses must be recommended and/or approved by the FPM.

1.9.3.1. Provides funds for continuing education of FPM to maintain their health/fitness instructor (HFI) certification.

1.9.3.2. (Added) Until superseded by higher HQ guidance, only basic military training (BMT), Air Force Officer Accession and Training Schools (AFOATS), and other organizations identified in paragraph 2 of AF/ILSP message 040243Z Feb 00, are authorized to procure physical training (PT) uniforms.

1.9.3.3. (Added) Only organizations authorized under AFI 34-266, *Air Force Fitness and Sports Programs*, paragraph 1.2.2, may establish mini-fitness centers and purchase associated PT supplies and equipment. If approved by wing or installation commander, mini-fitness centers are unit funded, manned, and maintained. Mini-fitness centers coordinate for all equipment purchase/acquisition with the fitness center director, and should ensure there is an equipment maintenance plan as part of the purchase. Other things to consider in mini-fitness center: adequate floor plans for equipment placement, safety aspects of the building, security, supervision, lighting, fire exits, fire plan, water source, inspections for flooring support, ventilation, (HVAC) electrical/power, utilities, janitorial contract cleaning, latrines, showers, and phone lines.

1.9.3.4. (Added) Evaluates the need for additional manpower to provide services to all DoD beneficiaries and civil service populations. When total active duty force exceeds 5,000 members, the FPM duties will become seriously overtasked. An assistant to the FPM is highly recommended in those instances. If appropriate, provides authorization for a full-time health/fitness instructor (HFI) to assist the FPM. The HFI is assigned to the Health and Wellness Center (HAWC) full time.

1.9.3.5. (Added) Ensures traffic safety measures are implemented that support a safe environment for members to participate in outdoor PT programs. Motorized vehicles, when encountering fitness groups on the same road, will reduce their speed to ensure safe passing.

1.9.6. The command goal is for 80 percent of tested Airmen to achieve a composite fitness score of 75 or greater (good and excellent fit categories). In consultation with subject matter experts, reviews and modifies fitness resources, programs, and local policies to ensure achievement of fitness goals.

1.11.1. Ensures an operational automated external defibrillator (AED) is located in the fitness center and that staff is knowledgeable of its location and use. **NOTE:** AED training is now included in standard CPR training courses.

1.11.2. May use PTLs specifically trained by the FPM, as instructors for FIP classes, in order to increase class frequency and access.

1.11.4. Ensures services facilities do not endorse or promote nutritional or dietary supplements unless officially approved by the Air Force. Submit requests for approval to the command consultant dietitian (959 MDTS/MTN).

1.11.5.1. Ensures certified personal trainers are available in fitness centers to work with members enrolled in fitness improvement programs. Trainers should be certified by one or more of the following: Cooper Institute, American Council on Exercise, Aerobics and Fitness Association of America, American College of Sports Medicine, and/or National Strength and Conditioning Association.

1.11.5.2. Consults with FPM on matters directly relating to exercise activities in the fitness center (within the scope of education and expertise of the FPM). Areas of concentration are fitness improvement programs, automated fitness assessments, and fitness activities requiring exercise knowledge.

1.11.5.3. (Added) Coordinates with the HAWC for all fitness center activities that include health-related education (for example, nutrition, cardiovascular health, safe weight loss, etc.).

1.12.1. Commanders must appoint, in writing, a unit fitness program manager (UFPM) to administer the program (see paragraph 1.12.7).

1.12.1.1. (Added) The UFPM will work with the commander's support staff (CSS) to acquire appropriate personnel data system access to manage the program.

1.12.1.2. (Added) The CSS is authorized to purchase scales per applicable allowance standards. Only other offices authorized to purchase scales in accordance with allowance standards may do so, but all units may purchase tape measures, heart rate monitors (for use by members on the FIP), stopwatches, and exercise pads, to help attain the desired objectives of the program.

1.12.3.1. Commanders must offer three unit-based programs per week that members may participate in. This may be as simple as performing physical training with another member from the same unit, training in a structured PT class provided by the unit PT leader, or a class offered by the fitness center. If more than 20 percent of a unit scores less than 75 on their composite fitness assessment, commanders should review the number of times per week individuals must participate in their unit-based programs and the type of physical training most appropriate.

1.12.3.2. (Added) Airmen in good or excellent fit categories should participate in unit or group fitness activities at a minimum of once per week, as long as they maintain effective self-directed fitness programs at least two other times per week. Airmen in the marginal fit category should participate in unit or group fitness activities at least three times per week. Poor fit Airmen must participate in monitored unit or group fitness programs 4-5 times weekly.

1.12.3.3. (Added) The unit-based program should be reviewed for appropriateness and effectiveness by the FPM.

1.12.8.1. (Added) Unit commanders are authorized to use O&M-type funds to procure low cost incentive items such as T-Shirts, ball caps, water bottles, etc., to encourage unit members to achieve an excellent fitness level and/or make significant improvement. Commanders can also use other forms of recognition such as letters, parking privileges, time off/duty passes, relief from additional duties or others mechanisms that don't involve direct expenditure of funds.

1.12.8.2. (Added) There is no authority for cash awards or high dollar items that would give the appearance of a gift or fiscal imprudence. Commanders may only use appropriated funds in accordance with AFI 65-601 Vol 1, *Budget Guidance and Procedures*, and AFI 36-2805, *Special Trophies and Awards*, to provide fitness-related mission accomplishment awards such as organizational coins.

1.16.3. AED training is required for PT leaders. **NOTE:** AED training is now included in standard CPR training courses.

1.20.4.3.1. (Added) At a minimum, the course will address the following areas: overview of the new program; principles of physical fitness to include aerobic, strength, and flexibility training; program development; testing procedures; and safety concerns.

1.20.4.3.2. (Added) Sample training materials can be found at the USAF Surgeon General's Knowledge Exchange website in the Health Promotion, Fit to Fight, section. AF Health Promotion Website: [https://kx.afms.mil/ctb/groups/dotmil/documents/afms/knowledgejunction.hcst?functionalarea= Health-Pro](https://kx.afms.mil/ctb/groups/dotmil/documents/afms/knowledgejunction.hcst?functionalarea=Health-Pro) motion&doctype=home. (**NOTE:** Click on the Fit to Fight logo at the bottom of the webpage).

1.20.4.9. (Added) Trains additional health/fitness instructor (HFI) (see paragraph 1.27. (Added) of this supplement), if applicable, on base fitness assessment policies and procedures.

1.20.6. Serves as an advisor/consultant to the fitness center director on matters directly relating to exercise activities in the fitness center (within the scope of education and expertise of the FPM). Areas of concentration are fitness improvement programs, automated fitness assessments, and fitness activities requiring exercise knowledge.

1.27. (Added) **Health/Fitness Instructor (if applicable):**

1.27.1. (Added) The HFI will assist the FPM in implementing the Fitness Program.

1.27.2. (Added) HFI duties will include: instructing personnel in conditioning equipment usage; ensuring monitored fitness improvement programs are conducted and implemented appropriately; assisting in fitness assessments; and developing exercise prescriptions for active duty members, reservists, family members, retirees, and DoD civilians.

1.27.3. (Added) Examines all components of total health when accomplishing an exercise prescription including stress management, nutrition, family issues, etc.

1.27.4. (Added) Recommends the HFI be certified as a HFI by the American College of Sports Medicine or equivalent fitness organization.

3.4.4. (Added) If a member received a composite score not based on completing all components of the fitness assessment due to a medical exemption, commanders may require the member to retest within 6-12 weeks after expiration of the medical exemption. However, since the Air Force Fitness Management System may not have the capability to flag and track such members as overdue for testing, this function would have to be accomplished manually at the unit level. Do not supersede guidance found in AFI 10-248, paragraphs 4.2.8 and 4.2.9.1, with respect to members exempted from all forms of exercise for more than 30 days, and members who are pregnant.

3.4.5. (Added) To even out workload and logistical burdens associated with fitness testing, commanders will coordinate fitness testing schedules with other wing/tenant units and supporting organizations such as fitness centers, hospitals/clinics, and HAWCs. Scheduling considerations should include AEF cycles, base mission requirements, and local environmental constraints.

3.4.5.1. (Added) The installation health promotion working group (or local IDS or CAIB if it subsumed these functions) is an ideal venue to coordinate testing schedules. Use of an MS Outlook scheduling calendar, available to UFPs and the installation FPM via base intranet or website, is recommended.

3.4.5.2. (Added) The goal is to test 25 percent of the assigned active duty (AD) population each quarter, with 100 percent tested by the end of the calendar year. Deviations from the quarterly testing goal may be warranted due to seasonal extremes in weather, AEF cycles, and base mission requirements. In subsequent years, bases will maintain fitness testing at least 90 percent current.

3.4.5.3. (Added) Airmen who must retest off-cycle due to marginal or poor fit category requirements will revert to their unit testing schedule once they achieve good or excellent fit category.

3.4.5.4. (Added) Geographically separated units (GSU) will align their testing schedules with host base fitness testing schedules, where applicable.

4.3.1.4. (Added) Logistical constraints may require body composition assessments to be performed on separate days from the aerobic and muscular fitness assessment (all components must be completed

within 5 duty days). However, not completing the aerobic and muscular fitness assessment on the same day should be the exception and not the rule. Legitimate reasons would include changing or severe weather conditions, natural disasters, emergencies, safety issues, etc.

4.3.2.2.3. (Added) PTLs, UFPMs, fitness assessment monitor and/or CSS personnel may perform abdominal measurement if properly trained by the FPM.

4.3.3.2. Members on medications that affect heart rate may require exemption from cycle ergometry. Medical providers may recommend such exemptions and annotate that the member is not medically cleared for cycle ergometry on the Memorandum for Medical Clearance (Attachment 5). A listing of medications that require (or do not require) exemption from cycle ergometry can be found at: https://kx.afms.mil/ctb/groups/dotmil/documents/afms/ctb_014381.pdf.

5.2.3. (Added) Members at GSUs or other locations where HAWCs are not readily accessible may receive HLW, FIP, and BCIP education and interventions through distance learning tools, electronic media and virtual program management (for example, teleconferences and/or video teleconferences). HAWC staff at the unit's host or servicing base military training flight (MTF) may be utilized to oversee and accomplish the required interventions.

5.3.2.7.1. Unit fitness leaders, FIP instructors, and/or fitness center staff must either personally observe the individual exercising or use a computer-interfaced heart rate monitor system at the fitness center and/or HAWC. Sign-in rosters without personal observation are not appropriate.

6.2.1. (Added) Nonprior service Airmen in the grades of Airman Basic through Senior Airman attending initial skills technical training require a fitness assessment composite score of 75 or greater to graduate and depart for their first duty station per AETCI 36-2216, *Administration of Military Standards and Discipline Training*. Temporary duty (TDY) students attending advanced or supplemental training are not required to test as a graduation and departure requirement.

6.2.2. (Added) Pending revision of AETCI 36-2205, *Formal Aircrew Training Administration and Management*, HQ AETC/DO message dated 24 May 2004, Mandatory AETC Syllabus Change -- Physical Fitness Training, stipulates physical fitness training and fitness assessment requirements for undergraduate and graduate flying training programs. In addition to that guidance, a fitness assessment composite score of 75 or greater is required for all AF, AFRC, and ANG members to enter pilot instructor training. An unexpired assessment with a composite score of 75 or greater must be in effect for the duration of training in order to meet this requirement.

8.3.1.1. TDY students, who are not enrolled in FIP, participate in the unit fitness program while assigned to that unit. Students with a current passing fitness assessment are not required to test unless their fitness assessment is due. (**NOTE:** Unit fitness programs in technical training will not infringe on the academic [classroom] training day. AFMAN 36-2203, *Drill and Ceremonies*, defines the official duty day as beginning with Reveille and ending with Retreat, allowing unit fitness programs to meet fitness requirements before or after the academic training day.)

8.3.6. (Added) Retraitees and prior service students will follow the same fitness guidelines as TDY students. (**EXCEPTION:** Prior service students without a current assessment will accomplish an initial fitness assessment prior to departing technical training and their results entered into the fitness database. Permanent duty station gaining commanders are responsible for any required intervention, followup and testing.)

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 65-601 Vol 1, *Budget Guidance and Procedures*

AFI 36-2805, *Special Trophies and Awards*

AFMAN 36-2203, *Drill and Ceremonies*

AFMAN 37-123, *Management of Records*

AETCI 36-2205, *Formal Aircrew Training Administration and Management*

AETCI 36-2216, *Administration of Military Standards and Discipline Training*

Abbreviations and Acronyms

AD—active duty

AED—automated external defibrillator

AFOATS—Air Force Officer Accession and Training Schools

BMT—basic military training

CSS—commander's support staff

GSU—geographically separated unit

HFI—health/fitness instructor

MTF—military training flight

PT—physical training

TDY—temporary duty

A9.20. **Print Assessment.** The FAM will hand-carry the individual fitness assessment reports to the appropriate UFPs. The FAM will also provide a copy of the individual fitness assessment report to the member.

A9.23. (Added) **Testing Environment.** The centralized assessment must be quiet and climate controlled. The ideal temperature is between 68-70 degrees Fahrenheit.

A9.23.1. (Added) When the ambient temperature is over 70 degrees Fahrenheit, use an oscillating fan for each station to circulate air over the member during the assessment.

A9.23.2. (Added) Assessments are not conducted, and must be discontinued, if the ambient air temperature in the room exceeds 75 degrees Fahrenheit.

A9.23.3. (Added) Wall or partition each assessment station area to offer privacy and noise abatement.

A9.23.4. (Added) Each assessment area must be at least 80 square feet. The floor must be level to ensure accuracy of the ergometer and weight scale calibration.

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